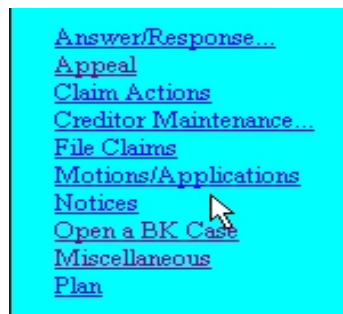
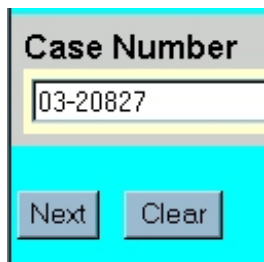


**Motion to Assume or Reject** (this example is for filing a motion to assume a lease on a vehicle)

**STEP 1** Select **Bankruptcy** from the **Main Menu**, and then click on **Motions / Applications**.

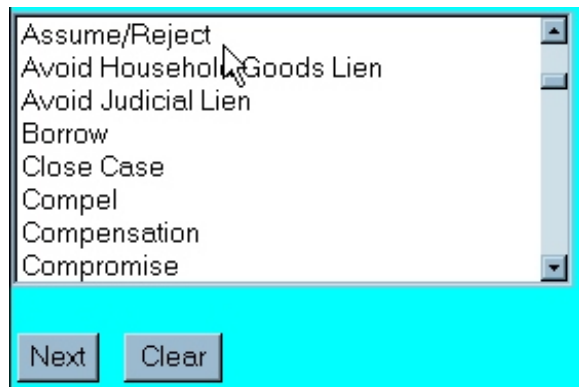


**STEP 2** The **Case Number** entry screen displays.



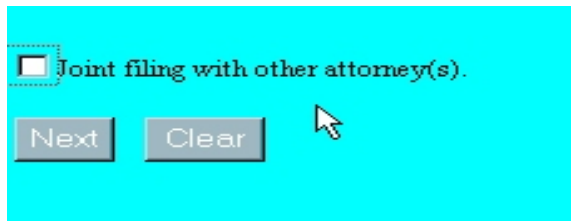
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format
- ◆ Click on the Next button.

**STEP 3** The select the type of **motion/application** being filed screen displays.



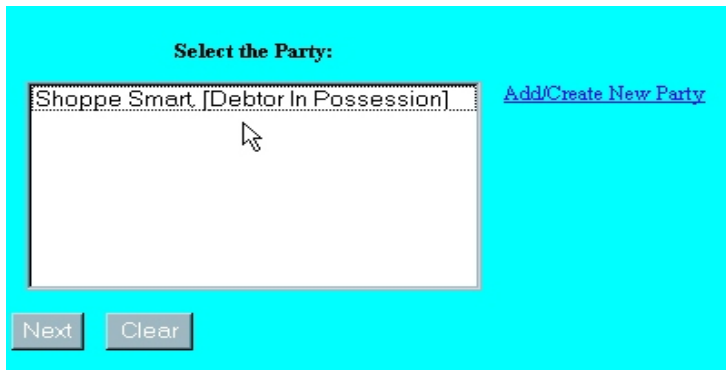
- ◆ Using the up and down arrows to the right of the box, scroll through the options to highlight the type of document being filed (**assume/reject**).
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** prompt displays.



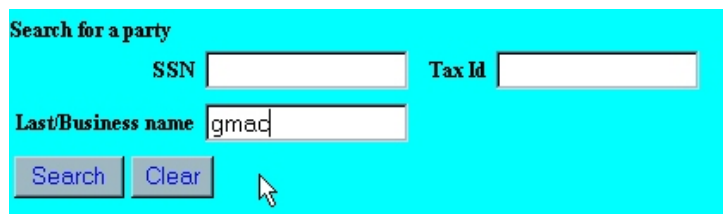
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

**STEP 5** The **Select the Party** screen displays.



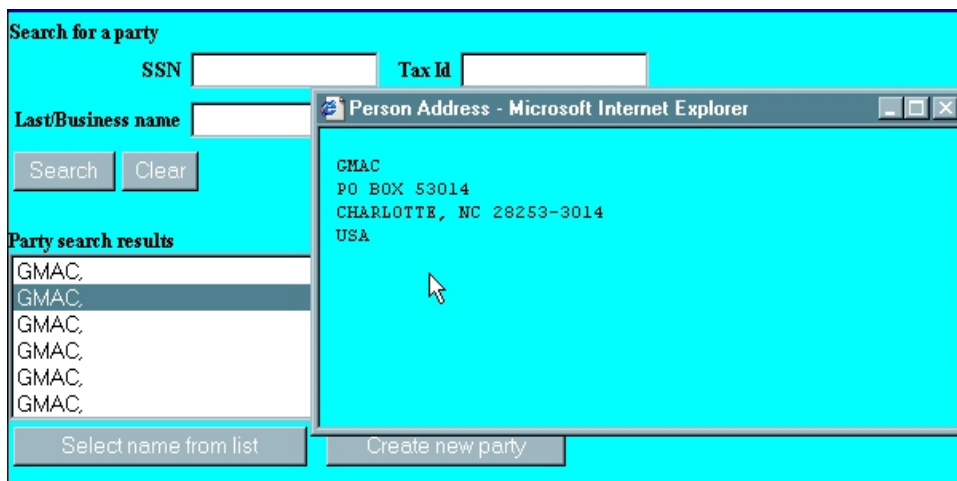
- ◆ If name of party appears, click on the name and click **Next** and go to **Step 10**.
- ◆ If name does not appear, click on **Add/Create New Party**.

**STEP 6** The **Search for a party** screen appears.



- ◆ Search by the **Last/Business name**, enter at least one character of party's last name or business name, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

**STEP 7** The **Party search results** screen is displayed.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button.
- ◆ If party's name is not found, click **Create new party** button and go to **Step 9**.

**STEP 8** The **Party Information** screen displays.

**Party Information**

GMAC Financial Services SSN:Unknown

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

E-mail

ProSe  Role

Party text

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

**STEP 9** If you selected **Create New Party** from the **Select the Party** screen, a new **Party Information** screen displays.

**Party Information**

Last name  First name

Middle name  Generation  Title

SSN  Tax ID

Office  Address 1

Address 2  Address 3

City  State  Zip

County  Country

Phone  Fax

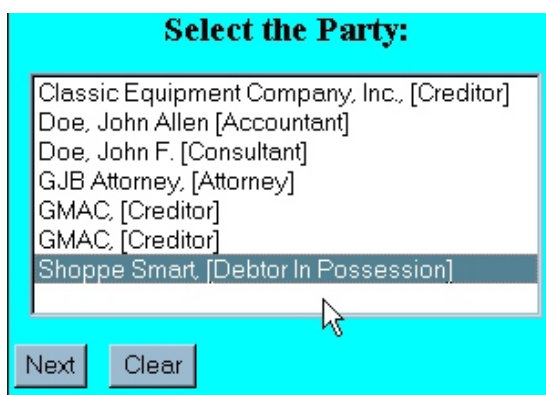
E-mail

ProSe  Role

Party text

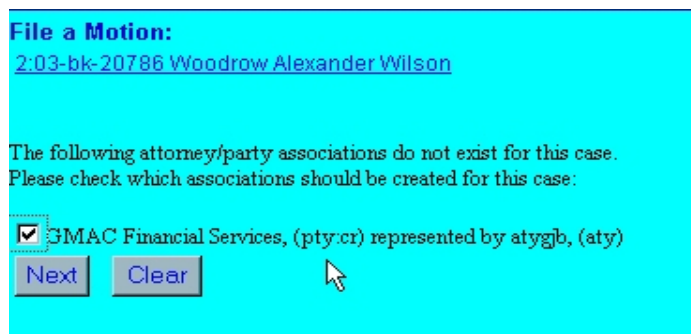
- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [**Tab**] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the *Select the Party* screen.

**STEP 10** The **Select the Party:** screen displays.



- ◆ Click on the filing party.
- ◆ Click on the **Next** button to continue.

**STEP 11** If you are filing on behalf of a creditor, check the box to associate you as the attorney for the party selected/added.



- ◆ Click on the **Next** button.

**STEP 12** The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Motion.pdf

**Attachments to Document:** ☐ No ☒ Yes

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ **Attachments to Document:** to attach the **Proposed Order** and other documents, (e.g. an exhibit, appendix, proposed order)
  - ▶ Click on the 'Yes' radio button
  - ▶ Click on the **Next** button.

**STEP 13** The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

O:\PDFfiles\Bankruptcy - Proposed Order.pdf

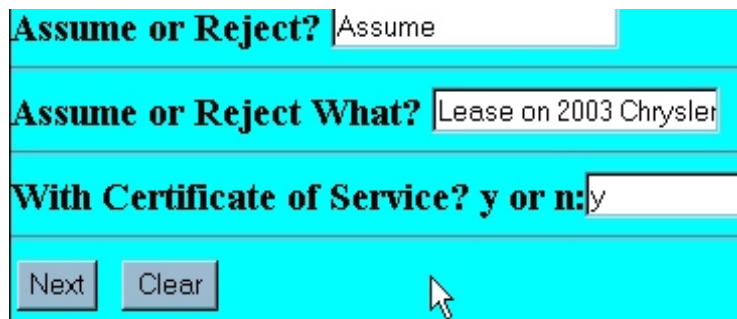
2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion to Assume Lease

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

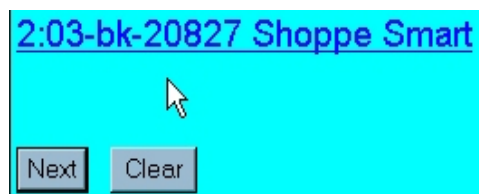
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.

**STEP 14** The **Assume/Reject** information screen displays.

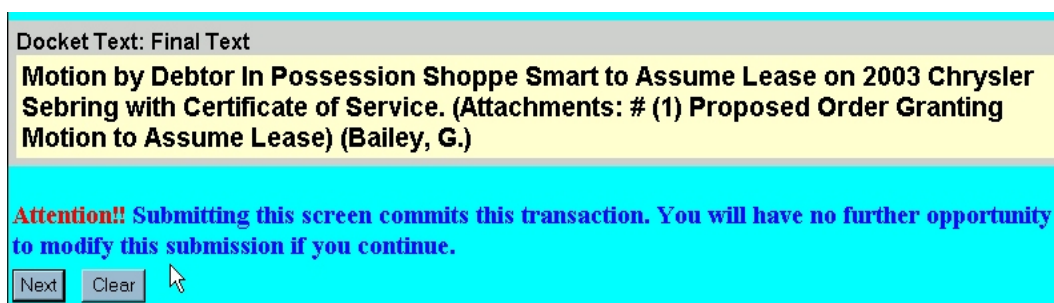


- ◆ Type in **Assume** or **Reject**
- ◆ Type in a short description of the property
- ◆ Type a lowercase 'y' if your motion contains a Certificate of Service or a lowercase 'n' if you are not filing a Certificate of Service.
- ◆ Click on the **Next** button

**STEP 15** A **Verification of Case** screen displays. Verify you are in the right case and click on **Next** to continue.

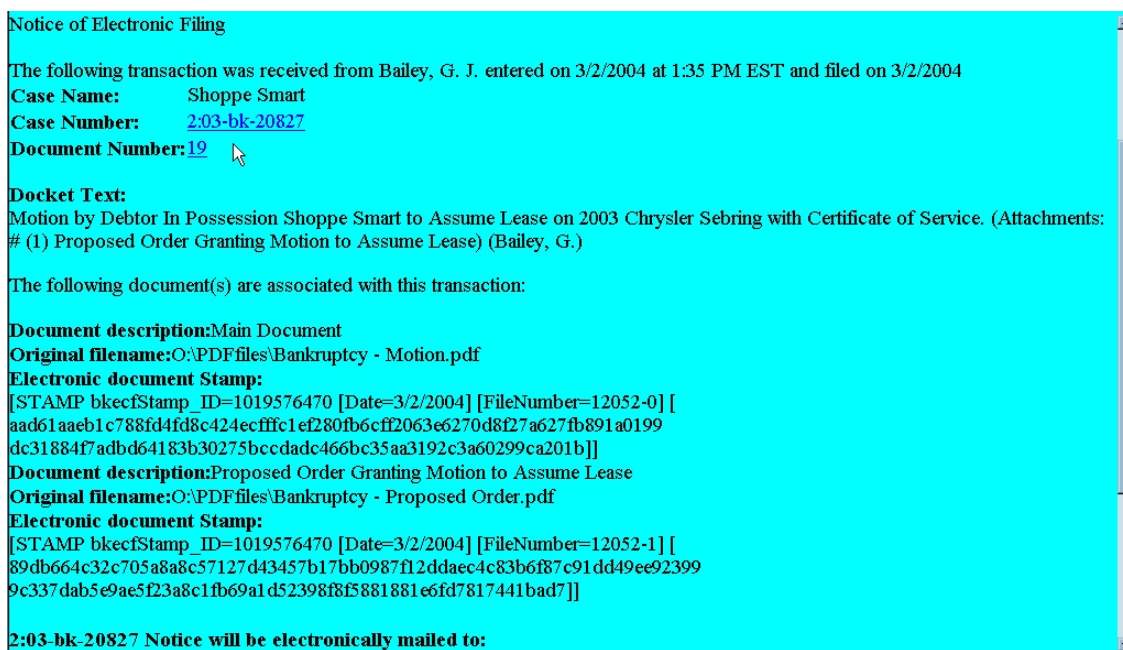


**STEP 16** The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

**STEP 17** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from Bailey, G. J. entered on 3/2/2004 at 1:35 PM EST and filed on 3/2/2004

**Case Name:** Shoppe Smart  
**Case Number:** [2:03-bk-20827](#)  
**Document Number:** [19](#)

**Docket Text:**  
Motion by Debtor In Possession Shoppe Smart to Assume Lease on 2003 Chrysler Sebring with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Assume Lease) (Bailey, G.)

The following document(s) are associated with this transaction:

**Document description:**Main Document  
**Original filename:**O:\PDFfiles\Bankruptcy - Motion.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/2/2004] [FileNumber=12052-0] [aad61aaeb1c788fd4fd8c424ecfffc1ef280fb6cff2063e6270d8f27a627fb891a0199dc31884f7adbd64183b30275bccdadc466bc35aa3192c3a60299ca201b]]  
**Document description:**Proposed Order Granting Motion to Assume Lease  
**Original filename:**O:\PDFfiles\Bankruptcy - Proposed Order.pdf  
**Electronic document Stamp:**  
[STAMP bkecfStamp\_ID=1019576470 [Date=3/2/2004] [FileNumber=12052-1] [89db664c32c705a8a8c57127d43457b17bb0987f12ddaec4c83b6f87c91dd49ee923999c337dab5e9ae5f23a8c1fb69a1d52398f8f5881881e6fd7817441bad7]]

[2:03-bk-20827](#) Notice will be electronically mailed to: